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14 April 1959

MEMORANDUM FOR: Assistant Director, Research and Reports
Assistant Director, Scientific Intelligence
Director, Photographic Intelligence Center

FROM : Chairman, DD/I Review Panel for IR/OCR


SUBJECT : Phase I of the Review of the Use of Industrial
Register Services Within the DD/I.

1. At the request of OCR, a DD/I Panel comprised of representatives of ORR, OSI and PIC has undertaken an inquiry: (a) to establish the extent of DD/I use of Industrial Register services; (b) to appraise the general value of these services to the DD/I producing offices; and, (c) to explore what modifications in these services might be appropriate in light of the above.

2. The Panel has decided to undertake this rather complex task in two parts. Phase I is to be a Direct Mail Questionnaire designed to elicit the basic facts on the extent and nature of DD/I use of IR services, and to set the stage for follow-up interviews with selected analysts from various DD/I Office components. Attached for your information are (a) the Panel's general Terms of Reference and (b) a draft copy of the Phase I questionnaire. Phase II is to be a series of personal interviews with analysts in ORR, OSI and PIC. The interviews in each Office will be conducted by representatives of that Office serving on the Review Panel. The purpose of the interviews will be to look into reasons for sharp variations in the use of IR services; to investigate apparent trends in this use; and, to explore developments in intelligence research, both as to substance and techniques, which might affect the kinds of support services desired.

3. Your appropriate office level staff will be asked to distribute the Phase I questionnaire through the line of command to insure complete and prompt responses.

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Attachment:
As stated above

Direct Mail Questionnaire
To Be Used as Phase I
of
DD/I Assessment of IR Services

Note to Respondent: At the request of OCR, a Panel comprised of OCR, OSI and PIC representatives has undertaken an inquiry to establish the extent of DD/I use of IR services, and to explore the general value of these services to the DD/I producing offices. We have decided that this fairly complex task should be undertaken in two phases. Phase I would be a Direct Mail questionnaire designed (a) to elicit the basic facts on the extent and nature of the use of IR services throughout the DD/I producing offices; (b) to establish the general value of IR services to the DD/I research effort; and (c) to provide some idea of the significant trends in the DD/I use of IR services for research support. Phase II would be a series of follow-up personal interviews with selected respondents from each Office. The purpose of the personal interviews would be to provide further details, to look into reasons for sharp variations in use of IR services, to explore apparent trends and generally to estimate future developments in research which might affect needs for research support services.

Attached is the Phase I Direct Mail Questionnaire. It has been carefully constructed to obtain the desired information with the least possible burden to you. Will you please complete it and return to your supervisor on or before _____.
Supervisors responding should reflect their personal experience only in completing the questionnaire. If you have any questions please call _____ at _____.

The DD/I Panel Members are:

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Chairman
Vice-Chairman
, ORR
PIC
, PIC
, Advisor
Advisor
Secretary

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EXTENT OF DD/I USE OF IR SERVICES (general)

Biographic and Work Data. Please fill in following:

Office _____ Division _____ Branch _____ Other- _____
Grade _____ Division Chief _____ Branch Chief _____ Section Chief _____
Analyst _____ Continuing research responsibility(subject-area) _____

Time in Agency _____ Time in Office _____

Time in present assignment _____

If last is less than 2 years, list assignments for this period _____

1. Have you ever used IR services?
(check one)

_____ yes _____ no

[If no - describe work briefly and give reasons. Then return questionnaire to your Section or Branch Chief before the deadline indicated on preceding page. Do not complete the questionnaire. Use blank sheet at back for comment, if you wish.]

2. How often have you used IR during the past 12 months?

_____ less than 3 times

_____ 3 to 5

_____ 6 to 10

_____ more than 10

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3. Has your use of IR services been
(check one)

☐ increasing?
☐ decreasing?
☐ remaining steady?

4. Please indicate how you use IR services? (check appropriate items)

☐ make direct request by phone.
☐ make direct request by mail.
☐ send request through your support staff.
☐ actually visit IR and make a file search, etc.
☐ personal consultation with appropriate IR area or country file
analyst on research problem.
☐ other (specify)

EXTENT OF USE OF INDIVIDUAL IR SERVICES

Note - IR support services for research breaks down roughly into several major categories. The following questions are aimed at refining your previous general responses regarding IR services as a whole.

5. Please indicate the use you have made during the past 12 months of any of the following IR services by writing in the appropriate phrase--less than 3 times, 3 to 5 times, 6 to 10 times, more than 10 times, or not familiar with service. Leave blank to show no use.

_____ plant files	25X1B0c [REDACTED]
_____ town files	IBM Listings
_____ target briefs	Plant Studies by IR Personnel
_____ IR formal publications, such as, the USSR Railroad Stations	
_____ Soviet Bloc Produce Brochures	
_____ General Reference Aids, i.e., Trade Directories, etc.	
_____ other (please specify)	

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6. Please check any of the following applications which you make of IR services:

- ☐ preliminary research on assigned project.
- ☐ continuing support through assigned project.
- ☐ construction of requirements background statement.
- ☐ construction of collection target studies for DD/P.
- ☐ evaluations.
- ☐ others (please specify)

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7. Please check the following IR publications which you have made use of during the past 2 years.

General:

_____ Area or Country Indexes (periodic- every 1-2 years)

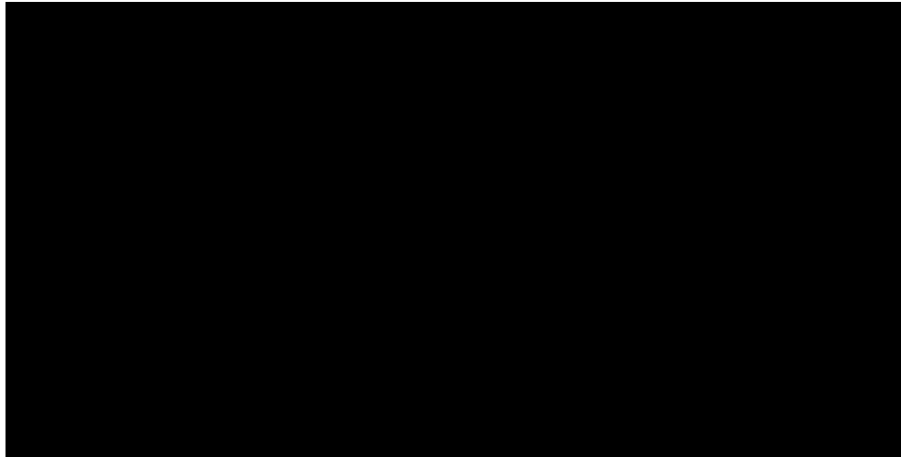
_____ USSR Locations - CR-13- (periodic- as needed)

_____ USSR Ministry Number Index (periodic- every 1-2 years)

_____ USSR Coordinates of Cities (periodic- every 1-2 years)


_____ Type & Model Listings (periodic- every 1-2 years)

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8. Please check the appropriate blank to indicate whether your use of IR specific services has been increasing, decreasing. Also indicate rate by writing in the rate column one of the following terms: sharp-moderate-slow. Check steady column if no change is apparent. Leave blank if not used.

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	Increase	Decrease	Rate	Steady
plant files	_____	_____	_____	_____
town files	_____	_____	_____	_____
target briefs	_____	_____	_____	_____
	_____	_____	_____	_____
IBM listings	_____	_____	_____	_____
plant listings	_____	_____	_____	_____
Sov Bloc Product Brochures	_____	_____	_____	_____
General Reference Aids, i.e., Trade Directories	_____	_____	_____	_____
IR formal publications such as, USSR Railroad Stations	_____	_____	_____	_____
other (specify)	_____	_____	_____	_____

9. Do you call upon IR for support
(check only one)

_____ for every research project undertaken.

_____ for most research projects undertaken.

_____ for about half the research projects undertaken.

_____ for a few of the research projects undertaken.

_____ for none of the research projects undertaken.

ASSESSMENT OF IR SERVICES (general)

10. On the average, during your years of experience as a research analyst, please indicate your recollection of how often IR has been able to provide useful and relevant information to you

_____ about 100% of the time requested.

_____ about 75% of the times requested.

_____ about 50% of the times requested.

_____ about 25% of the times requested.

_____ none of the times requested.

11. In those cases where IR provided information in support of your research, how would you rate its contribution to your work (check only one).

_____ invaluable

_____ of great value

_____ of some value

_____ of little value

_____ of no value

12. Do you consider IR, as presently arranged and operated, to be providing

_____ maximum possible support to you?

_____ more than half.

_____ about half of what could be provided?

_____ less than half.

_____ a small proportion of what could be provided?

_____ no support at all?

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ASSESSMENT OF IR SERVICES (Specific)

13. Please indicate by number the order of decreasing importance of the following specific IR services in relation to total IR services. (rank 1, 2, 3, 4 etc. with 1 being the highest rating and ___ being the lowest. If no use is made, place X in blank. If you consider two items to be tied for 3rd in importance, place 3 before both)

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___ plant files

___ town files

___ target briefs

___ 

___ Sov Bloc Product
Brochures

___ General Reference Aids,
i.e., Trade Directories


___ IBM listings

___ plant studies

___ IR formal publications,
such as, USSR Railroad
Stations

___ other (specify)

14. Please indicate the general value of each of the following specific IR services. (Check appropriate column opposite each service)

	<u>Invaluable</u>	<u>Great</u>	<u>Some</u>	<u>Little</u>	<u>None</u>
plant files	_____	_____	_____	_____	_____
town files	_____	_____	_____	_____	_____
target briefs	_____	_____	_____	_____	_____
25X1B0c 	_____	_____	_____	_____	_____
IBM listings	_____	_____	_____	_____	_____
plant studies	_____	_____	_____	_____	_____
IR formal publications such as, USSR Railroad Stations	_____	_____	_____	_____	_____
Sov Bloc Product Brochures	_____	_____	_____	_____	_____
General Reference Aids, i.e., Trade Directories	_____	_____	_____	_____	_____
other (specify)	_____	_____	_____	_____	_____

15. On the average, during the past several years, do you feel that you have
- _____ made maximum use of IR's services.
- _____ more than half the maximum use possible.
- _____ made use of about half of the services and support which IR could have provided.
- _____ less than half the maximum use possible.
- _____ made little or no use of the services and support which IR could have provided.

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16. Have the following modifications of IR service adversely affected your research capabilities (Check either yes or no. If yes, check appropriate column to indicate scale of the affect).

	<u>Yes</u>	<u>No</u>	<u>Greatly</u>	<u>Modestly</u>	<u>Slightly</u>	<u>None</u>
Limiting written summaries to overseas components or Edqtrs components supporting overseas operations, from 1955.	_____	_____	_____	_____	_____	_____
Elimination of Western Hemisphere coverage, from 1956.	_____	_____	_____	_____	_____	_____
Limitations of Western Europe coverage, from 1956.	_____	_____	_____	_____	_____	_____
Elimination of product coding in depth and introduction of 3 digit code from 1958.	_____	_____	_____	_____	_____	_____
Decision in 1958 to retire documents older than 5 years (recoverable from Document Center within 24 hours)	_____	_____	_____	_____	_____	_____

-end of questionnaire-

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